

9 January 2018

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 DECEMBER 2017**

The Board of Trustees convened at 1800 hrs. **In attendance:** Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Climo, Southport (Clerk); Trustee Lewis, Boothbay (Treasurer); Trustee Anthony, Boothbay; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegra, Manager. **Guest:** None. **Absent:** Trustee Marston, At-Large.

1. The board approved the minutes for 28 November 2017 without revisions.
Trustee Climo motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 24 November 2017 & 8 December 2017.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 13 November 2017 through 24 November 2017 were approved.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
4. **FINANCIAL** – The manager provided the board with Table 1 - *Boothbay Region Water District Cash Account Status Report as of 12 December 2017*. The manager informed the board that it was his intention to pay off \$200,000.00 of the \$400,000.00 line of credit balance by weeks end with the remainder to be picked up at the next public fire protection charge billing.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 12 December 2017	
Account	Balance
Business Checking	\$ 47,264.50
Deposit Sweep Account	\$ 408,675.98
Liquidity Total	\$ 455,940.48
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,327.61
Land Acquisition Fund	\$ 14.65
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,410.04
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 35,953.63
TOTAL CASH RESERVES	\$ 491,894.11

5. **NATURAL RESOURCES PROGRAM** –The following written report was provided by, and delivered by the Natural Resources Program Manager:

1) *Land acquisition: A proposal (attached) was delivered to Pat Farrin on 5 December. We have not heard anything back. We will be prepared to discuss options for setting up a vehicle for tax-deductible donations to a watershed land acquisition fund in January.*

2) *CMBG. Board of Appeals meets tonight to consider CMBG's request for reconsideration. The Town of Boothbay issued a second stop work order after CMBG paved another parking lot in the watershed under the first stop work order. We do not know if a violation will be issued for that work. The town is also now letting the new CEO Jason Lorrain also deal with CMBG. We submitted the attached comments to the Board of Appeals asking them to determine the appropriate watershed boundary for the project. CMBG moved about 3.5 acres of the Knickerbocker Lake watershed into Back River watershed under the permit now revoked. They want to keep it; we want them to put it back,*

3) *Boothbay planning board zoning ordinance revisions continue on the slow track; we expect to begin serious negotiations on watershed ordinance changes in February. We also reached out to Boothbay Harbor CEO about getting some kind of ordinance in place to protect the 65 acres of Knickerbocker Lake watershed that is in Boothbay Harbor. CMBG owns about half. We will follow up with BBH planning board in January.*

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.

- a. **Human Resources** –On 30 November 2017, Trustee Climo, Mr. David Barrett, MMA and the manager met with Teamsters Local #340 for the first, and possibly only meeting to formulate a contract beginning 1 January 2018 and ending 31 December 2020. Trustee Climo had the lead with regard to the report and went through the substantive changes to the existing contract for trustee review and reasoning for amendments. No vote was taken approving or disapproving the draft contract language.
- b. **Training Update** – We will be hosting a regional Fire Chiefs meeting tomorrow at 0800 hr. to go over change in status, discuss the procurement, storage and training requirements of hard boom. On 6 & 7 December 2017 the entire staff was present for all, or part of the Maine Rural Water Association Annual Conference which was held in Bangor. Sue did a marvelous job accepting the 2017 Andrews L. Tolman, Maine Source Water Protection Award on 6 December 2017. A press release to the Boothbay Register will follow next week.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency remained down due to impaired raw water quality. Filter efficiency remained at 91.6% with clarifier efficiency remaining at 100%. Surprisingly however, both sodium hydroxide and aluminum sulfate dosing rates had dropped to normal dosing rates for the time of year. Finish water flow remained significantly below average with daily production at 0.2868 MGD.

Clean Harbors serviced the district's oil/water separator on 4 December 2017 removing a few hundred gallons of oily water and about a ton of sludge. The OWS was inspected and found to be in sound condition and quickly put back into service.

- a. **Transfer Switch Problem** – Contract was executed the day after the last meeting once trustee approval was granted. We are awaiting shipment of the new switch with MidCoast Electric in the driver’s seat. The replacement will require Power products to be on-site as well as coordination with CMP who will be required to shut all power to the district campus. We have asked for a few weeks’ notice before the shutdown because we will not be able to conduct business, at least the administration division will not be able to and we need to advertise that fact. I expect this to be completed in early-January.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that since the previous meeting the DD continued concentrating on correcting “whiteboard projects” with the straggler seasonal shutdowns off of year round water mains now completed. In the previous period the DD responded to, and completed 16 DigSafe notifications.
 - a. **New Building Status Report** – Nothing new to report
 - b. **Uni-Directional Flushing Plan** – See 11. Capital Improvement Plan Update

9. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report

10. **LAND ACQUISITION UPDATE** – Nothing new to report

11. **CAPITAL IMPROVEMENT PLAN (CIP) UPDATE** – On 30 November 2017 Dirigo Engineering was on-site with staff performing field investigations for the plan as well as working out GIS issues and Uni-Directional Flushing Plan fact finding. The manager relayed to the board that he was encouraged that this project was beginning to move forward. On 1 December 2017 both the Foreman and Assistant Distribution Foreman travelled to Dirigo Engineering for an all-day session completing the revision and upgrade of the district’s GIS maps, and detailed discussion concerning DD observations of weakness within the distribution system.

12. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The manager reported that work remained ongoing with the skid mount now delivered, but not installed.

13. **ISLE OF SPRINGS (IOS) WATER PRESSURE** – Nothing new to report.

14. **SEASCAPE COMMERCIAL DEVELOPMENT** – During the previous period two district utilities technicians, Michael Hills and Taylor Timberlake completed the installation of Phase I of this project. There still remains earthwork to complete the covering of the water main, disinfection, bacteriological testing and pressure testing. We purchased a few items for this project during the previous period and have accumulated a little over four man-weeks of labor, all of which will be billed to E. M. Wood Construction on 1 January 2018 for district reimbursement. So far we are under budget for the developer. As an aside it is my intention to offer this service to all good contractors for the purpose of enticing developers to do the right thing spreading public utilities, expanding regional fire protection capabilities and pick up more customers.

15. **COASTAL MAINE CHRISTIAN ACADEMY (CMCA) TOUR** – On 30 November 2017 the NRPM and the manager hosted CMCA and had a very positive tour. The tour consisted of a short PowerPoint presentation, viewing of the natural resource PSA video made a year ago, a discussion of natural resource management conducted by the NRPM and a treatment plant tour, complete with a clarifier flush. Staff iterated to the board that they hope to have more tours in the future.

16. **AT-LARGE ELECTIONS** - Trustees Climo and Gamage led a discussion as to the difficulty of electing the at-large trustee requiring a special election for at least one municipality. The board looked at many different scenarios with the leading contender being the board is elected in November wherein there are elections in each municipality on the same day. This would require a charter change with the manager being instructed to investigate further and report back to the board.
17. The meeting was adjourned at 1954 hr.
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Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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